



**COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND**

Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701

PHONE (301) 600-2313 • FAX (301) 600-2309

GAMING PERMIT APPLICATION PROCEDURES

This is an application for a permit to conduct a gaming event other than a bingo, raffle, tip jar, or punchboard according to Frederick County Ordinance 1-2-101 through 112. The organization operating the gaming event must complete the application.

Before this application will be accepted in the Frederick County Department of Permits and Inspections, the applicants must:

1. Fill out the application completely. Any missing items will prevent this application from being processed in a timely manner.
2. Attach prior record affidavits for all persons **directly responsible** for operating the gaming event.
3. Attach a copy of the organization's current approved 501(c), (1), (3), (4), (5), (7), (8), (10), (19) or 501(d) Internal Revenue Tax Exempt Form.
4. Attach a copy of evidence of charitable purpose (i.e. organization charter, by-laws).
5. Attach a copy of drivers' license for each individual **directly responsible** for the operation of the gaming event.
6. Tender the proper issuance fee at the time the application is submitted. The issuance fee for a gaming event is \$55.00 per annual permit.

False, omitted, or misleading, information provided on this form will constitute grounds for voiding an issued permit.

Please type or print the application information in ink.

The completed application should be submitted to the Frederick County Department of Permits and Inspections, 30 North Market Street, Frederick, MD 21701. Our office hours are 8 AM - 4 PM. Permit applications are accepted between the hours of 8 AM – 3:30 PM, Monday through Friday, except Holidays. Please allow 5-10 working days for processing. If you should have any questions concerning this application, please contact this office at 301- 600-2313.

NOTE: This is an application for a permit only, NOT an approved permit!

Received _____ Fee paid _____ Check # _____ Receipt # _____

CONTACT PERSON: A copy of Driver's License must be attached to application

Contact Name _____

Contact's Home Address _____

Home Phone _____ Work Phone _____

Are you a member of this Organization? _____

Involved persons who do not have a driver's license: Any person, who is directly responsible for this raffle permit, who does not have a driver's license, must supply the following information so that the Sheriff's Department can perform the required verification of Misdemeanor or Felony Convictions.

Complete Name _____
(first) (middle) (last)

Ethnic _____ Male or Female _____

Date of Birth _____
(month) (day) (year)

Please list Intended Beneficiary of the Proceeds from the gaming events:

Name _____

Location of the Gaming Event _____

An affidavit and oath must be completed for each individual who is **directly responsible** in operating the gaming permit. All affidavits and oaths must be attached to the permit application and/or the gaming renewal form and must correspond to the names listed in the application itself.

You may make copies of this page for additional directly responsible persons.

Prior Recorded Affidavit

Attach a copy of this person's driver's license to application.
To be signed by the responsible person for the Organization:

OATH

I solemnly affirm under the penalties of perjury that the contents of this application are true and correct. I solemnly affirm under the penalties of perjury, that I have never been convicted of a felony, nor have I been convicted within the past five (5) years of a misdemeanor related in any way to gaming or gambling. I fully understand that this information will be verified by a representative of the Frederick County Sheriff's Office. I also understand that I will be taking responsibility for complying with the provisions of the Gaming Ordinance. This may include, but is not limited to, monthly tip jar/punchboard reports, and/or annual reports.

Notary Seal

Organization Representative Signature

Printed Name of Organization Representative

Date

By: _____
Notary Public

Printed Name _____ My commission Expires _____